

Job title: Team Assistant	Reports to: Managing Director, Advocacy, Brussels
Division: Advocacy, Brussels	Location: Brussels
<p>Role purpose: The post holder will provide executive assistance to AFME’s Advocacy Team and in addition will be responsible for supporting the running of one of AFME’s key Member Committees: the European Public Policy Committee. The successful candidate will support both the professional staff in the execution of their advocacy responsibilities and will work alongside another Team Assistant in ensuring that all the back-office functions of the office run smoothly. As the Team travel frequently, the Team Assistant will provide a central office support for some remote working.</p> <p>The post holder should be able to communicate fluently in English and French, whether as a first or second language (additional European languages would be important assets), as they will be working closely with a diverse European membership and with their colleagues in the AFME headquarters in London.</p>	

Key accountabilities	Key activities / Decision areas
Executive assistance to four professional staff	<ul style="list-style-type: none"> • Diary management: scheduling internal and external meetings and assisting in organising the logistics for meetings, including conference calls • Acting as front line ‘reception’ for all callers and ensuring that their queries are dealt with efficiently or directed to the appropriate person • Making travel arrangements and submitting expenses claims using online platform Concur • Working with a bespoke database; contacts and distribution lists, including filing of data and pulling data into Excel and Word formats • Active assistance in compilation, consolidation, harmonisation, formatting, proofreading, finalisation, and distribution of documents • Assisting with the preparation for and occasionally attending AFME events functions; with possibly some travel within Europe • Ad hoc projects as requested
Back office services	<ul style="list-style-type: none"> • Ensure compliance with overarching AFME policies and procedures • Provide office support services e.g. ordering kitchen supplies, office supplies, post services, maintaining an orderly work environment, as required, to enable the Business to operate efficiently • Assisting with the management of service contracts e.g. shredding, recycling, coffee machines, stationery • Ensure invoices are properly coded and authorised in Stampli
Administrative support to the European Public Policy Committee	<ul style="list-style-type: none"> • Managing the logistical arrangements for meetings of the Committees • Working with the Secretary of the Committee to ensure the timely preparation and distribution of documents for meetings • Communicating with AFME Members on logistical arrangements • Ongoing management of Membership and distribution lists • Some European travel to look after meeting arrangements

Main contacts (external and internal)

Contact group	Frequency	Purpose
<ul style="list-style-type: none"> ▪ Managing Director, Team Assistant & Team ▪ London Office ▪ Callers & Guests ▪ External Office Suppliers 	<ul style="list-style-type: none"> ▪ Daily ▪ Daily ▪ Daily ▪ As required 	<ul style="list-style-type: none"> ▪ Provide administrative support to the Advocacy Team and work closely with the other Team Assistant in managing the office ▪ Ensure collegiate working and to broader AFME objectives ▪ Provide quality service to our members, callers and guests ▪ Provision of office supplies to ensure that office is adequately serviced

Person specification

Key competencies

Essential:

- Good interpersonal skills
- Proactive, extremely well-organised, and can-do attitude
- Strong communicator
- Problem solving skills
- Very good attention to detail – is a starter/finisher
- Calm demeanour and capable of working well under pressure
- Self sufficient and able to work unsupervised
- Calm and effective under demanding deadlines
- Ability to communicate effectively throughout all levels of an organisation
- Fluency in written and spoken English, including spelling. Very good French.

Knowledge skills and experience

Essential:

- Fluency in English and French
- Good basic arithmetic
- Ability to multi task and manage own workloads with minimal supervision
- Previous experience working in a generalist role within an office environment
- High degree of proficiency with Microsoft Office 2007
- Strong skills in Outlook (email and calendar)
- Strong PowerPoint, Word, Excel and Adobe Professional skills

About us

The Association for Financial Markets in Europe (AFME) represents a broad array of European and global participants in the wholesale financial markets. Its members comprise pan-EU and global banks as well as key regional banks, brokers, law firms, investors and other financial market participants.

We advocate stable, competitive, sustainable European financial markets that support economic growth and benefit society.

AFME is the European member of the Global Financial Markets Association (GFMA), a global alliance with the Securities Industry and Financial Markets Association (SIFMA) in the US, and the Asia Securities Industry and Financial Markets Association (ASIFMA) in Asia.

For more information please visit the AFME website, www.afme.eu or follow us on Twitter: [@news from afme](https://twitter.com/news_from_afme)